

**To:** Smith, Paula[Smith.Paula@epa.gov]; Distefano, Nichole[DiStefano.Nichole@epa.gov]; Levine, Carolyn[Levine.Carolyn@epa.gov]; Bowles, Jack[Bowles.Jack@epa.gov]; Ward, W. Robert[Ward.Robert@epa.gov]; Grantham, Nancy[Grantham.Nancy@epa.gov]; Kluesner, Dave[kluesner.dave@epa.gov]; Woodyard, Josh[Woodyard.Joshua@epa.gov]; Schlieger, Brian[schlieger.brian@epa.gov]; Card, Joan[Card.Joan@epa.gov]; Acevedo, Janie[Acevedo.Janie@epa.gov]; Gray, David[gray.david@epa.gov]; Assunto, Carmen[Assunto.Carmen@epa.gov]; Tyler, Patti[Tyler.Patti@epa.gov]; Zito, Kelly[ZITO.KELLY@EPA.GOV]; Maier, Brent[Maier.Brent@epa.gov]; Miullo, Nat[Miullo.Nat@epa.gov]; Bohan, Suzanne[bohan.suzanne@epa.gov]; Boydston, Michael[Boydston.Michael@epa.gov]  
**Cc:** Gleason, Michael[Gleason.Michael@epa.gov]  
**From:** Russo, Rebecca  
**Sent:** Mon 8/17/2015 5:36:41 PM  
**Subject:** RE: Process for handling congressional inquiries regarding GKM  
[Process for Responding to Inquiries Regarding GKM.docx](#)

Hi all,  
Hopefully I captured everyone involved on today's call.

Here is the updated process. Let me know if I didn't capture something correctly or if there are additional items to be worked out.

Bob - when you have the Region 8 Triage list ready, please send to me and Patti.

David and Brent - when you have your Regional Triage lists ready, please send to Patti.

Thanks,  
Rebecca

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-----Original Appointment-----

**From:** Russo, Rebecca  
**Sent:** Saturday, August 15, 2015 3:24 PM  
**To:** Russo, Rebecca; Smith, Paula; Distefano, Nichole; Levine, Carolyn; Bowles, Jack; Ward, W. Robert; Grantham, Nancy; Kluesner, Dave; Woodyard, Josh; Schlieger, Brian; Card, Joan; Acevedo, Janie; Gray, David; Assunto, Carmen; Tyler, Patti; Zito, Kelly; Maier, Brent  
**Cc:** Gleason, Michael  
**Subject:** Process for handling congressional inquiries regarding GKM  
**When:** Monday, August 17, 2015 8:30 AM-9:00 AM (UTC-07:00) Mountain Time (US & Canada).  
**Where:** Nonresponsive Conference Code

Hi all,

I'm hoping we can have a meeting to help work out a process for handling all of the congressional inquiries regarding GKM that are rolling in. I have seen 49 so far, most of which are still pending. (I thought it was 60 because I numbered my chart up to 60, but I haven't gotten that far yet, thankfully.)

If helpful, I have a proposed process I can share to use as a starting point for discussion. I'm a big process person.

<< File: Process for Responding to Inquiries Regarding GKM.docx >> << File: EXAMPLE Congressional Inquiries Triage.xlsx >>

There was literally no time that worked for everyone, so I'm taking a chance on this time. Let me know if this absolutely will not work for you and I'll try to find another time later in the day, but we really need to get the process nailed down so we can start to get these things finalized.

Thanks all,  
Rebecca